



## UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231  
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FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROGRAM

Announcement Number: **PTO-05-023**  
Issue Date: **01/14/05**  
Closing Date: **03/18/05**

# VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE	VACANCY LOCATION	AREA OF CONSIDERATION
Human Resources Specialist (Policy) GS-0201-12/13 Full Performance Level GS-13 Multiple positions Competitive Service Non Bargaining Unit	U.S. Patent and Trademark Office Chief Financial Officer/Chief Administrative Officer Office of Human Resources Policy Division Arlington/Alexandria, VA	Current Federal Employees with Status PTO Employees with Status Reinstatement Eligibles DOC Surplus, Displaced Employees in local commuting area

THIS VACANCY IS AMENDED TO EXTENDED THE CLOSING DATE TO 3/18/05



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**THIS VACANCY IS AMENDED TO EXTENDED THE CLOSING DATE TO 03/18/05**

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### DUTIES:

The United States Patent and Trademark Office (USPTO), a cutting-edge organization dealing with intellectual property issues around the world. The USPTO offers a family friendly work environment including flexible work schedule, on-site fitness center, on-site child care facility, casual dress policy, transit subsidy, and by the end of the year will be fully located at our new state-of-the-art headquarters in Alexandria.

This position is located in the Office of Human Resources, Policy and Analysis Division. We are seeking an individual with strong **Employee Relations and/or Labor Relations** background to serve as a recognized senior advisor to HR staff and program managers. Candidate must be able to demonstrate exceptionally strong writing skills particularly as they related to developing and drafting policy, administrative orders, contract language, and memoranda. The incumbent must possess a thorough knowledge of Title 5, US Code and CFR, as well as the ability to research the law, regulation and OPM guidance in order to independently plan, design, and carry out work related to human resources policy development, interpretation, and issuance of guidance. They serve as a member of a team responsible for the comprehensive study, review, analysis, and interpretation of Federal laws and regulations. The team has primary responsibility for developing and implementing HR policies as well as evaluating the effectiveness of the agency's HR programs. Writes policy statements, provides technical guidance for HR programs, and provides expert advice to HR staff and USPTO managers and supervisors on a full spectrum of HR policies that affect or may potentially affect the operational efficiency and effectiveness of HR programs and work processes and agency-wide issues. Incumbent should demonstrate superior knowledge of the employee relation and/or labor relation disciplines.

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### SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. **Specialized experience** is defined as mastery of the concepts, principles, practices, laws, and regulations of the HR specialties and an emphasis on strong writing skills. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

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**EVALUATION OF QUALIFIED CANDIDATES:** Incumbents will be rated on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Demonstrated experience in conducting research, evaluating, analyzing, and interpreting regulatory material in order to develop policy directives.
2. Knowledge of federal HR laws and regulations, such as Title 5 U.S. Code and 5 CFR, sufficient to perform in-depth research.
3. Ability to communicate orally, e.g.: experience making oral presentations summarizing reports, analyses, and policies on a variety of technical and administrative matters.
4. Ability to communicate in writing, e.g., experience writing substantive policy documents. *Please submit a writing sample.*
5. Skill in organizing, structuring, and presenting written information in formats that are clear and easily understood using techniques such as information mapping.

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**SELECTIVE FACTOR:** Candidate must possess the following for consideration:



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### How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612 **OR** resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.
5. Writing sample.

**FOR SPECIFIC INFORMATION CALL:** Linda Majca (703) 305-8264 or Ronald Taylor (703) 3054324  
TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

#### **MAILING ADDRESS:**

US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
Post Office Box 1450  
Alexandria, VA 22313-1450

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### VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

#### I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

##### 1. The announcement number, title and grade of the position for which you are applying.

##### 2. Personal information

- Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
- Social security number
- Country of citizenship
- Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
- Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
- Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
- Highest federal civilian grade held, including job series and dates held.

##### 3. Education

- High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
- Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).

##### 4. Job-Related Work Experience (Paid and Non paid)

- Job title (include series and grade if Federal)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week,
- Salary
- Indicate if we may contact your current supervisor.

##### 5. Other Qualifications

- Job-related training courses (title and year)
- Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
- Typing and/or stenography speed
- Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
- Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

#### II. CTAP/ICTAP

- CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

#### III. GENERAL INFORMATION

- Applications mailed in Government franked envelopes will not be considered.
- Applications submitted by telefax will not be considered.
- Applications submitted by email will not be considered.
- Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
- Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
- Applicants must be citizens of the United States (or owe allegiance to the United States).
- Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
- If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Applications will not be returned to applicants.
- Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
- If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
- If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
- Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.



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14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.

**The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.**